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**From:** DiNatale, Margaret (DPH)  
**Sent:** Tuesday, January 15, 2008 12:48 PM  
**To:** Han, Linda (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Smole, Sandra (DPH); Werner, Barbara (DPH); Goldbaum, Robert (DPH); Liu, Donghui (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Wang, Xingtai (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Boyd, Rozelta (DPH); Stiles, Tracy (DPH); Belanger, Peter (DPH); Kazianis, Arthur (DPH); Westerling, Judith; Gauthier, Cheryl (DPH); Nassif, Julianne (DPH); Alfonso, Felipe (DPH); Servizio, Paul (DPH); Clemmer, Jill (DPH); Salemi, Charles (DPH); Elvin, Paul (DPH); Kane01, Peter (DPH); Szymczak, Elizabeth (DPH); Borne, Alan (DPH); Jacobsen, Patricia (DPH); Rubin, Alan (DPH); Jenner, Jennifer (DPH); Ridley, Stephen (DPH); Preval, Margaret (DPH); Caloggero, Dina (DPH); DiNatale, Margaret (DPH); Gilchrist, Mary (DPH); Nagle, Austin (DPH); Rivera, Tanya (DPH); Piro, Peter (DPH); Pribeck, Kristen (DPH); Khan, Annie (DPH)  
**Subject:** Reminder of QI meeting / revised agenda

QI Meeting: Fri., January 18, 2008 11 - 12:30 Room: 133

#### Agenda

**1. Develop criteria to assist differentiating issues that should be handled as problems from those handled as a corrective action**

Laboratory Supervisors and Directors should have examples of issues identified during their record review during the months of November and December. We will discuss several different types of issues identified and begin to define some criteria to differentiate problems from corrective actions.

If a Lab Supervisor wishes to use a handout, please ensure that all patient identifiers are removed.

**2. Laboratory Supervisors and Directors identify management reports - Dina Caloggero**

Management reports that will assist you in monitoring areas critical to patient testing and turn around times or other areas of testing that are critical in your lab setting.

**3. Accuracy and precision of performing gravimetric pipette calibration for small volume (< 100 ul) pipettes**

Jill Clemmer will present data obtained from gravimetric pipette calibration for small volume pipettes (< 100 ul). Please include the type of balance used for the calibration data that will be presented.

**4. Review CLIA Regulations for Evaluation of PT testing - Peggy DiNatale**

- a. CLIA Regulations
- b. Guidance document from CAP
- c. SLI's Self Evaluation form for ungraded PT surveys

**5. Laboratory Audits - Peggy DiNatale**

- a. Review QA SOP, QA.010, Laboratory Audits
- b. Distribute the 2008 schedule of Laboratory Audits

**6. February Agenda items based on requests submitted by various Laboratory Supervisors and on questions posed to QA by several Lab Supervisors or Directors.**

- a. QA Study Project related to specimens sent out to the CDC
- b. Overview of and Differentiation between: Training / Competency Assessment / Annual Competency Assessment and  
How PT samples ( CAP, CDC, LRN and in-house) can be used to satisfy requirements for both PT testing and assessment of personnel.
- c. Discussion of SOPs: Document control / SOP components / SOP Reviews